



## WASHINGTON STATE SENATE

### EXEMPT RECRUITMENT ANNOUNCEMENT

#### MULTIPLE STAFF COUNSEL OR RESEARCH ANALYST POSITIONS

Senate Committee Services (SCS) is seeking candidates for multiple Staff Counsel or Research Analyst positions. While specific assignments are yet to be determined, they may include: human services, mental health, affordable housing and homelessness, civil and criminal law, and financial institution and insurance issues. These are full-time, nonpartisan positions, exempt from civil service. For more information on Senate Committee Services, please visit our website at: <http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx>.

#### DUTIES

SCS provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia, Washington. Duties include:

- Performing legal and policy research and analysis;
- Drafting bills, amendments, and other legislative documents;
- Developing and evaluating policy alternatives to assist Senators in meeting their goals;
- Presenting legislation and other policy matters before committees;
- Monitoring and analyzing implementation efforts by state and local government agencies;
- Responding to inquiries on pertinent policy issues; and
- Developing appropriate professional relationships with Senators, other legislative staff, state agency staff, and interest groups.

#### QUALIFICATIONS

Desirable qualifications include:

- Knowledge of the legislative process;
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction;
- Excellent analytical, writing, problem solving, and oral communication skills;
- A creative, flexible, and service-oriented approach to work;
- Willingness to work long, irregular hours that are common during a legislative session;
- Capability to handle the complex, difficult situations that are common in the fast-paced, high-pressure legislative environment; and
- Proficiency in multiple computer applications, including word-processing software, presentation applications, and on-line research.

#### EDUCATION

A law degree, master's degree in public administration, public policy, or a related field is desirable. An undergraduate degree is required.

## **SALARY AND BENEFITS**

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

## **APPLICATION PROCEDURE**

Complete the application form accessed on the [Senate Committee Services Employment and Intern Opportunities](#) webpage. In addition to the required contact information, please submit: (1) a brief letter of interest describing your specific qualifications; (2) a current resume detailing experience and education; (3) a writing sample; and (4) at least three professional references, including one supervisor, with name, current telephone numbers, and email addresses.

These positions are open continuous until filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin by September 1, 2017.

*Phone contact: Ariel Kennedy at (360) 786-7432.*